Cooperative State Research, Education, and Extension Service Financial Reporting 101, Session #25 SELENE GATES Budget and Accounting Technician WANDA D. EDWARDS Leader, Funds Management Section May 2, 2006

FMS TEAMS

Payments & Operations Acting Team Leader - Pia Miller

Recipient Reporting -Acting Team Leader – Wanda Edwards

Cash Reconciliation Team Leader - Sharon Vessels

TECHNICIANS PER STATE

ALL STATES

California
Connecticut
Delaware
Florida
Georgia
Guam
Hawaii
Idaho
Illinois
Ilmidana
Iowa
Kansas
Kentucky
Louisiana
Rhode Island
South Carolina
South Dakota
Texas
Virgin Islands

Khaliah Whittington Research Research

Alabama
American Samoa
Arkansas
District of Columbia
Maine
Maryland
Massachusetts
Michigan
Micronesia
Minnesota
Missispipi
Montana
Nebraska
Nevada
Nevada
New Hampshire
New Hersey
Tennessee
Virginia
Wastivirginia
Wyoming

Alaska
Arizona
Colorado
Northern Marianas
North Carolina
North Dakota
New Mexico
New York
Chio
Okalahoma
Oregon
Pennsylvania
Puerto Rico
Utah

CONTACT INFORMATION



FUNDS MANAGEMENT SECTION (FMS)

POLICY AND GENERAL QUESTIONS-Ellen Danus, Branch Chief, Policy, Oversight and Funds Management Branch Phone: 202-401-4325, email: edanus@csrees.usda.gov

RECIPIENT REPORTING TEAM (RRT)

SF-269, PSC272 AND TECHNICAL QUESTIONS-Wanda Edwards, Acting Team Leader, RRT Phone: 202-401-4527, email: wwwalker@csrees.usda.gov

FORMULA EXTENSION QUESTIONS- Selene Gates, Budget & Accounting Technician, Phone 202-720-3512, email: sgates@csrees.usda.gov

FORMULA RESEARCH and REGULAR GRANT QUESTIONS-Sophia Wilson, Budget & Accounting Technician, Phone: 202-401-5629, email: swilson@csrees.usda.gov

FORMULA RESEARCH and REGULAR GRANT QUESTIONS- Ann Tucker, Budget & Accounting Technician, Phone: 202-401-4315, email: atucker@csrees.usda.gov

FORMULA RESEARCH and REGULAR GRANT QUESTIONS- Khaliah Whittington, Budget & Accounting Technician, Phone: 202-401-6309, email: kwhittington@csrees.usda.go

HHS-PMS CONTACT PERSON FOR DRAWS DOWNS



• Vivian Hughes - (301) 443-9181

Email Address: vhughes@psc.gov

Due Dates for 272 submission - quarterly

1st Quarter - October through December

2nd Quarter – January through March

3rd Quarter - April through June

4th Quarter - July through September

PREPARATION OF THE SF-269



WEB ADDRESS FOR OBTAINING LONG FORM SF-269 (FORMULA FUNDS) AND SHORT FORM -SF269A (REGULAR GRANTS)

http://www.whitehouse.gov/omb/grants/sf269.pdf

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	SF-269s		DATES
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Formula Extension Activities (1890s) - December 1st

Formula Research Activities (1862s, 1890s, and other Cooperating Institutions) – December 31st

Formula Extension Activities (1862s) - April 1st

Regular Grants – Within 90 Days of the Termination Date of the grant

FINANCIAL STATUS REPORT SF-269



- Financial Document due 90 days after the termination of the award
- Final SF-269 submission

HOW TO PRE	PARE THE	SF-269 FO	RM	
Federal Agency and Organizational Element to Which Report is Submitted ::CSREES/USDA	Federal Grant or Other Identifying I By Federal Agency 2004-41100-12354	OMB F Approval No. 0348-0039	Pages of pages	
3. Recipient Organization (Name and complete address, in	acluding ZIP Code) Plain Talk College	- 1521 Plain View Road, Turn Right, VA	23310	
Employer Identification Number 1245012243A1	Recipient Account Number or Identifying Number 75903-1 12300P		6. Final Report ☐ Yes x□ No	7. Basis Cash Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day Year)	9. Period Covered by this Report From: (Month, Day, Year)		Year)
10/1/2003	9/30/2004	10/1/2003	9/30/2004	
10/1/2003	9/30/2008	10/1/2003	9/30/2004	
:Transactions:	I Previously Reported	II This Period	III Cumulative	
a. Total outlays		14,014,905.00		14,014,905.00
b. Refunds, rebutes, etc.				0.00
c. Program income used in accordance with the deduction alternative				0.00
d. Net outlays (Line a, less the sum of lines b and c)		14,014,905.00		14,014,905.0

HOW TO PREPARE THE SF-269 FORM						
Recipient's share of net outlays, consisting of: c. Third party (in-kind) contributions		0.00				
f. Other Federal awards authorized to be used to match this award		0.00				
g. Program income used in accordance with the matching or cost sharing alternative		0.00				
h. All other recipient outlays not shown on line e, f or g	7,427,404	7,427,404				
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	7,427,404	7,427,404				

HOW TO PREPARE THE	SF-269 FORM
j. Federal share of net outlays (lines d less line i)	6,587,501.10 6,587,501.1
k. Total unliquidated obligations	
l. Recipients share of unliquidated obligations	
m. Federal share of unliquidated obligations	
n. Total Federal share (sum of lines j and m).	6,587,501.1
o. Total Federal Funds authorized for this funding period Your Award amount should be reported here	7,427,404.0
p. Unobligated balance of Federal funds (Line o minus line n)	839,902.9

HOW TO PRE	PARE THE	SF-269 FOI	RM	
Federal Agency and Organizational Element to Which Report is Submitted :CSREES/USDA	Federal Grant or Other Identifying By Federal Agency 2004-41100-12354	Number Assigned	OMB Approval No. 0348-0039	pages pages
3. Recipient Organization (Name and complete address, in				
Employer Identification Number 1245012243A1	Recipient Account Number or Identifying Number 12300P		6. Final Report	7. Basis Cash Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)	
10/1/2003	9/30/2004	10/1/2003	9/30/2004	
:Transactions:	I Previously Reported	II This Period	I	I .
a. Total outlays	14,014,905.00	839,902.90	Cum	14,854,808.0
b. Refunds, rebutes, etc.				0.00
c. Program income used in accordance with the deduction alternative				0.00
d. Net outlays (Line a, less the sum of lines b and c)	14,014,905.00	839,902.90		14,854,808.00

HOW TO PREPARE	THE SF-2	69 FORM	
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on line e, f or g	7,472,404.00		7,472,404.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h) $% \frac{1}{2}\left(\frac{1}{2}\left(\frac{1}{2}\right) + \frac{1}{$	7,472,404.00	0.00	7,472,404.0

HOW TO PREPARE TI	HE SF-269	FORM	
j. Federal share of net outlays (lines d less line i)	0.00	839,902.90	7,427,404.0
k. Total unliquidated obligations			
1. Recipients share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share (sum of lines j and m).			7,427,404.0
o. Total Federal Funds authorized for this funding period Your Award amount should be reported here			7,427,404.0
p. Unobligated balance of Federal funds (Line o minus line n)			0.00

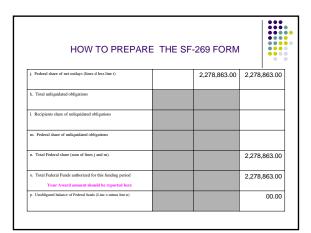
HOW TO PRE	PARE THE	SF-269 FOF	RM	
i Federal Agency and Organizational Element to Which Report is Submitted a CSREES/USDA	Federal Grant or Other Identifying By Federal Agency 2001-33100-08999	Number Assigned	OMB Approval No. 0348-0039	Pages of pages
 Recipient Organization (Name and complete address, in 	ncluding ZIP Code) DUKE ELLINGTO	NUNIVERSITY - 100 MAIN STREET, V	VDC 20033	•
Employer Identification Number 10-3235767	5. Recipient Account Number or Idea 7-12354-12354	cipient Account Number or Identifying Number 54-12354		7. Basis Cash
8. Funding Grant Period (See instructions) From: Month, Day, Year) 101/2004	To: (Mosth, Day Year) 9/30/2005	Period Covered by this Report From: (Month, Day, Year) 10/1/2004	To: (Month, Day, 9/30/2005	Year)
:Transactions:	I Previously Reported	II This Period	III Cumulative	
a. Total outlays		3,009,174.00	3,009,174.	
b. Refunds, rebutes, etc.				0.00
c. Program income used in accordance with the deduction alternative				0.00
d. Net outlays (Line a, less the sum of lines b and c)		3,009,174.00		3,009,174.00

HOW TO PREPA	ARE THE SF-269 FORM	
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions		0.00
f. Other Federal awards authorized to be used to match this award		0.00
g. Program income used in accordance with the matching or cost sharing alternative		0.00
h. All other recipient outlays not shown on line e, f or g	1,025,488.00	1,025,488.0
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	1,025,488.00	1,025,488.0

HOW TO PREPARE TH	HE SF-26	9 FORM	
j. Federal share of net outlays (lines d less line i)		1,983,686.00	1,983,686.0
k. Total unliquidated obligations			156,557.00
1. Recipients share of unliquidated obligations			
m. Federal share of unliquidated obligations			156,557.00
n. Total Federal share (sum of lines j and m).			2,140,243.0
o. Total Federal Funds authorized for this funding period Your Award amount should be reported here			2,278,863.0
p. Unobligated balance of Federal funds (Line o minus line n)			138,620.0

HOW TO PRE	PARE THE	SF-269 FOR	RM	
i Federal Agency and Organizational Element to Which Report is Submitted a CSREES/USDA	Federal Grant or Other Identifying By Federal Agency 2001-33100-08999	Number Assigned	OMB E Approval No. 0348-0039	Pages of pages
 Recipient Organization (Name and complete address, 	ncluding ZIP Code) DUKE ELLINGTON	UNIVERSITY - 100 MAIN STREET, V	VDC 20033	
Employer Identification Number 10-3235767	5. Recipient Account Number or Iden 7-12354-12354	nifying Number	6. Final Report	7. Basis □ Cash □ Accrual
S. Funding-Grant Period (See instructions) From: Oftenth, Day, Year) 101/2004	To: (Month, Day Year) 9/30/2005	Period Covered by this Report From: (Month, Day, Year) 10/1/2004	To: (Month, Day, 9/30/2005	Year)
:Transactions:	I Previously Reported	II This Period	III Cumulative	
a. Total outlays	3,009,174.00	295,177.00	3,304	
b. Refunds, rebutes, etc.				0.00
c. Program income used in accordance with the deduction alternative				0.00
d. Net outlays (Line a, less the sum of lines b and c)	3,009,174.00	295,177.00		3,304,351.00

HOW TO PREPARE TH	E SF-269 FORM	
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions		0.0
f. Other Federal awards authorized to be used to match this award		0.0
g. Program income used in accordance with the matching or cost sharing alternative		0.0
h. All other recipient outlays not shown on line e, f or g	1,025,488.00	1,025,488.0
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	1,025,488.00	1,025,488.



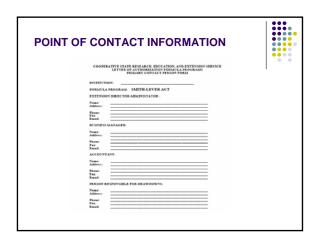
HOW TO PRE	PARE THE	SF-269 FO	RM	
:Federal Agency and Organizational Element to Which Report is Submitted :CSREES/USDA	Federal Grant or Other Identifying By Federal Agency 2005-38423-01111	Number Assigned	OMB Approval No. 0348-0039	Pages of pages
3. Recipient Organization (Name and complete address, in	ncluding ZIP Code) Rising Sun College,	1944 Lankford Blvd., Kipttopeke, VA 23	317	•
Employer Identification Number 21-2310455	Recipient Account Number or Idea 4500-2	ntifying Number	6. Final Report	7. Basis Cash xo Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day,	Year)
10/1/2004	9/30/2005	10/1/2004	9/30/2005	
:Transactions:	I Previously Reported	II This Period		II alative
a. Total outlays		46,974.00		46,974.00
b. Refunds, rebutes, etc.				0.00
c. Program income used in accordance with the deduction alternative				0.00
d. Net outlays (Line a, less the sum of lines b and c)		46,974.00		46,974.00

HOW TO PREPAR	E THE SF-269 FORM
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions	0.0
f. Other Federal awards authorized to be used to match this award	0.0
g. Program income used in accordance with the matching or cost sharing alternative	0.0
h. All other recipient outlays not shown on line e, f or g	0.0
i. Total recipient share of net outlays (Sum of lines e, $f_{\rm c}$ g and h)	0.0

HOW TO PREPARE	THE SF-2	69 FORM	
j. Federal share of net outlays (lines d less line i)	0.00	46,974.00	46,974.00
k. Total unliquidated obligations			
1. Recipients share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share (sum of lines j and m).			46,974.00
o. Total Federal Funds authorized for this funding period Your Award amount should be reported here			46,974.00
p. Unobligated balance of Federal funds (Line o minus line n)			0.00

CERTIF		FORM & ENTITLEMENT	
	OM/O	B Approved data (he fill)	
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	Chief Financial Officer	Administrator Them Director Total	
	From CURREN-1160 (84-99)		





CANCELED YEAR FUNDS



- Close out of Fiscal Year 2001 funds
- Contact technician to resolve issues with left over funds
- After the end of the fiscal year closes cancelled year funds cannot be restored